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Security

INSTALLATION ENTRY CONTROL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements policies contained in AFRD 31-2, *Law Enforcement*. It provides guidance for managing the Installation Entry Control Program at AFMC installations. Standards are set for selection, appearance and performance. This instruction applies to all AFMC installations. Units employing DoD civilians or contract personnel for installation entry control shall apply these procedures consistent with appropriate collective bargaining obligations. This instruction does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This is the initial publication of AFMCI 31-202.

1. Purpose. All AFMC installations are considered “closed” bases and require positive access control measures. The Installation Entry Controller (IEC), Visitor Reception Center (VRC), and established entry procedures are elements that facilitate and validate positive entry control. The philosophy of this program applies to all base entry points, whether they are open 24 hours a day, or for the convenience of the public. Our goal is to ensure every AFMC installation entry point is manned by a professional security forces member who looks sharp, can communicate with the public, has completed appropriate training, and can effectively enforce the installation's entry control procedures.

2. Management. Installation/Center/Wing commanders must ensure the Installation Entry Control Program is established. Proper program management requires recognition of the importance of the installation entry controller by senior officials and consistent entry policy. IECs project the first impression of the installation to the public, control public access to the installation, and perform specific law enforcement duties. For entry control and law enforcement operations to be successful, they must be accepted

and supported by the public. At AFMC installations, the distinctive appearance and professional conduct of installation entry controllers contribute to civilian and military community support.

3. Senior Base Leadership. Senior leaders support the installation entry control program by establishing clear installation entry policy.

4. AFMC Installation Entry Policy . The installation/center/wing commander is responsible for determining base entry policy. However, the following entry criteria will apply at all AFMC installations:

4.1. General/Flag Officers. All visiting general or flag officers will be allowed installation entry after being properly identified. Identification may be personal recognition or via military identification. Vehicle passes are not required. General/Flag officers assigned to an installation will follow their installation's local vehicle registration procedures.

4.2. TDY Personnel. Active duty or DoD Civilian personnel on TDY orders to an installation will be allowed entry with valid military or DoD civilian identification. If TDY personnel are driving a rental vehicle, consider the rental vehicle a government vehicle for entry purposes. Vehicle passes are not required.

5. Installation Entry Controller Responsibilities. The IEC is an important element in a base's force protection plan. They help ensure personnel safety and stand as the first line of defense in protecting Air Force equipment and resources. To complete these functions, the entry controller:

5.1. Provides the first point of contact with the military and civilian community. In this role, the entry controller must project an image of professional performance and distinctive appearance.

5.2. Provides first line of screening of installation traffic enforcement measures. Additionally, IECs implement measures to combat illegal entry; deter and detect drug and alcohol offenses; and suppress theft and pilferage of government property.

5.3. Enforces entry control procedures. In this role, the installation entry controller directs traffic, enforces vehicle registration rules, and directs and assists visitors.

5.3.1. All communications with the public will be courteous and characterized by addressing every person as "sir or ma'am," without exception. Slang or "street language" will not be used.

5.3.2. IECs must give sharp, crisp, military salutes and hand signals. Additionally, they will not eat, chew gum or tobacco, or smoke in the view of the public. Follow these procedures when directing traffic: (note: see photographs in attachment 1).

5.3.2.1. IECs will position themselves to maximize their visibility to incoming traffic and to enhance their ability to efficiently perform their duties. Whether waving single or double lanes of traffic, entry controllers will stand at a modified position of parade rest (permitted to move about to ease the stress of continuous parade rest), unless required to salute an incoming vehicle. In this case, assume the position of attention, salute and return to the modified parade rest position to continue waving traffic.

5.3.2.2. When waving a single lane of traffic, entry controllers will stand facing on-coming traffic in a position near the gate house where she or he can be best observed by the driver. While every building configuration differs, the entry controller will stand in a position slightly in front of and away from the gate building, so as to make themselves the most visible to

incoming drivers. IECs should not stray too far away from the building, as it may become necessary to take cover using the facility or installed vehicle barriers.

5.3.2.3. When waving two lanes of traffic, entry controllers will position themselves in the center of traffic if a raised platform/protective barrier exists. Entry controllers may stand in the centerline between traffic lanes if the Chief, Security Forces (CSF) feels it is safe to do so. If no permanent structure exists (e.g. concrete, elevated stands), entry controllers will wear a reflective vest and place a traffic cone in front of themselves to help drivers recognize them.

5.3.2.4. Waving procedures. As a vehicle approaches the gate, the entry controller will extend their nonshooting hand straight out towards the vehicle, palm facing the vehicle. After the IEC recognizes the appropriate entry credentials (i.e. vehicle decal, visitor's pass or locally devised pass), she or he will make eye contact with the vehicle operator. Entry controllers will then turn their palm over, lay it flat and while bending the arm at the elbow, bring their hand towards the side of their face. The wave will stop when the fingers are pointing in a straight up position. If the vehicle is identified as belonging to an officer (officer's decal), assume the position of attention and render a proper military salute. The entry controller will then reassume the modified parade rest position or initiate the wave sequence again depending on traffic. The IEC may use both hands to direct multi-lane traffic if traffic flow makes this procedure more practical.

6. Performance and Training Standards. To achieve and maintain the high standards expected of installation entry controllers the Chief Security Forces (CSF) must:

- 6.1. Select only highly motivated, courteous, articulate individuals who display a professional image for this high visibility position.
- 6.2. Ensure an installation entry control training program is established that emphasizes entry control procedures, communication skills, military bearing, and customs and courtesies. All personnel who work at entry point gates must receive this training.
- 6.3. Establish a standardization and evaluation program for personnel working these positions. This evaluation should be unique in scope and relate directly to the duties actually performed by IECs.

7. Appearance and Uniform Requirements. The wear of the military uniform reflects the host unit's pride and attitude towards the Air Force and AFMC. First impressions are often lasting. A properly attired and trained entry controller provides a positive public image, represents the installation well, and sets the standard.

7.1. Personnel assigned at primary gates, as determined by the CSF, will wear the distinctive uniform listed below. Patrolman manning limited access gates or temporarily relieving IECs will wear their uniform of the day. The CSF may make exceptions to this uniform standard based on weather conditions.

- 7.1.1. Light blue shirt (long/short sleeve).
- 7.1.2. White ascot
- 7.1.3. Beret with SF flash.
- 7.1.4. Bloused boots (highly polished black) with white laces.

- 7.1.5. Black weapons belt; no MAJCOM crest on buckle.
- 7.1.6. SF blue jacket (weather dictated).
- 7.1.7. Inclement weather gear as required.
- 7.1.8. Ribbons (optional, but must be standardized for all IECs)
- 7.1.9. Only authorized Air Force equipment items are allowed on the black belt. Placement of items will be standardized for all security force members.
- 7.1.10. Body armor.
- 7.1.11. White gloves (optional, but must be standardized for all IECs)

7.2. Installation entry controllers will wear the battle dress uniform (BDU) only during periods specified by the CSF. When wearing the BDU, an equally professional appearance is expected. IECs will wear in the following while dressed in the BDU:

- 7.2.1. Beret with SF flash.
- 7.2.2. Bloused boots (highly polished black).
- 7.2.3. Black weapons belt; no MAJCOM crest on buckle.
- 7.2.4. Inclement weather gear as required.
- 7.2.5. Gortex jacket (weather dictated).
- 7.2.6. Only authorized Air Force equipment items are allowed on the black belt. Placement of items will be standardized for all security force members.
- 7.2.7. Body armor.
- 7.2.8. The camouflage ascot may be worn, if standardized.

8. Entry Point Facilities. Gate facilities and the VRC must be clean and receive timely maintenance or rehabilitation when necessary. Entry point facilities should present an aesthetic and professional appearance to complement the installation entry program. Associated signs and landscaping should reflect installation pride and professionalism.

LESTER L. LYLES
Commander

Attachment 1
INSTALLATION CONTROLLER POSITIONING

Figure A1.1. Modified Parade Rest (hands may be at sides).



Figure A1.2. Vehicle Stopping (used as vehicle approaches).



Figure A1.3. Initiating Wave through Gate.



Figure A1.4. Completing Wave through Gate.



Figure A1.5. Position when Directing Multilane Traffic without a Permanent Structure.

